



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (Typing)

Statewide

**Location:** Executive Office  
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

**Issue Date:** December 13, 2004

**Final Filing Date:** December 27, 2004

**Contact/Telephone:**

Diane Hernandez, (916) 324-1506

**Who May Apply:** Individuals currently in the classification, eligible for lateral transfer, or reachable on a certification list. SROA and Surplus candidates will be given priority.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-720-1139-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by an Administrative Assistant I, this position will provide a variety of high-level clerical functions, and perform administrative activities as required. This position will require the candidate to begin work at 8:00 a.m. and end work at 5:00 p.m. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Initiate and prepare documents and/or correspondence for signature independently, using good judgement in applying proposed requirements to assignment;
- Scrutinize incoming telephone communications and properly route inquiries to the appropriate individual for response using proper discretion, tact, and good judgement;
- Acknowledge and direct all visitors and/or constituents upon arrival to the appropriate Executive and provide guidance or instruction related to specific inquiries;
- Properly classify and forward incoming packages, parcels, or letters to the intended party;
- Operate and manipulate a multi-line telephone, directing all callers to the appropriate individual or logging specific detail of the inquiry and forwarding all information to the intended individual;
- Answer routine questions regarding the Office of the State Controller;
- Gather and compile information as requested by Executive Staff;
- Maintain and/or develop a desk manual identifying procedures and practices for the position;
- Maintain and modify existing filing system to best accommodate the needs of the Senior Executive Staff;
- Prepare status reports of special assignments upon request;
- Act as backup in the absence of the Administrative Assistant I when required.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**Desirable Qualifications:**

1. Good Communications Skills;
2. Ability to exercise sound judgement;
3. Initiative, tact, and diplomacy;
4. Knowledge of software applications such as MicroSoft Word, Excel, and Outlook.

***Applications will be screened and only the most qualified will be interviewed***

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**  
Human Resources Office  
300 Capitol Mall, Suite 621  
Sacramento, CA 95814

Attn: Gerard Anderson